



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-162
June 29, 2016**

**NOTICE OF VACANCY
June 29, 2016**

POSITION: Parking Enforcement Officer

DEPARTMENT: Police

SALARY: M2 \$38,360

HOURS: Monday – Friday 8:00am to 4:00pm

Summary:

This position reports to the Safety Officer. This position enforces parking rules and regulations of the Town of Framingham and acts as a liaison to business and residential community regarding parking issues as well as issues concerning quality of life.

Essential Duties:

Enforces parking regulations for the Town of Framingham and maintains all related records as required by law. May be required to assist with traffic duties, school posts and special events. Performs other related duties as assigned or requested.

Minimum Training and Experience:

Requires at least a high school degree and 2 years related experience, preferred. MA driver's license required. This person must be able to pass a background investigation and maintain certifications as required.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. While performing the duties of this job, the employee regularly required to sit, stand, walk distances, bend/stoop, and carry (less than 10 pounds), lift (under 10 pounds). Specific vision abilities required by this job include: reading documents for general understanding, reading analytical documents for that require close attention to detail, and viewing computer monitors for general understanding. Advanced manual dexterity in combination with eye-hand coordination is required to perform his job.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee in this position is routinely exposed to extreme heat, cold, weather extremes, noise, (above normal office noise), fumes, gases, and dust.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.